



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
DEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD.

Bulletin No. 02-2010

Posting Date: February 08, 2010

JOB TITLE	<u>SENIOR COMMUNITY WORKER I</u>
EXAM NUMBER	281047
FILING DATES	February 09, 2010 - March 01, 2010
SALARY	\$2,338.64 - \$3,403.55 MONTHLY
POSITION INFORMATION	Participates with professional staff in providing direct and indirect services to clients and patients in programs designed to overcome problems of health, social adjustment, or environmental deficiencies; works in the community, under general supervision, to gain support and assistance in programs and projects.
ESSENTIAL JOB FUNCTIONS	<p>Provides case management services to support the client and family in maintaining treatment and to secure other services in removing barriers in education or development and meeting services objectives.</p> <p>Outreaches to family members and agencies in the community to assess the service needs, and linkage to appropriate health, mental health, and social services agencies.</p> <p>Oversight of agencies' families in the community, affiliates with WRAP and Systems of Care, to provide support and direction as needed and requested by the family members. This may include accompanying family members to DCFS, DPSS, and Juvenile Justice offices, court hearings, or school meetings.</p> <p>Interfaces with staff from various Los Angeles departments to discuss the applicability and sufficiency of mental health treatment plans of clients.</p> <p>Participates in the Interagency Screening Committee (ISC) Team as equal partner, when screening and referring families to CSOC, Wraparound and other levels of service and when providing monitoring and oversight of service providers.</p> <p>Attends meetings for the purpose of enhancing sharing of resources and information.</p>

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

One year experience as a **Community Worker** in the service of Los Angeles County.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information:

To qualify, applicants must hold the Los Angeles County payroll item of Community Worker. **NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED.**

Applicants **MUST** meet the Selection Requirements at the time of filing. **"NO WITHHOLD IS ALLOWED"**

**DESIRABLE
QUALIFICATIONS**

Experience working with Children and Families in Los Angeles County children systems of care.

**SPECIAL
INFORMATION**

Shift: Any Shift

**VACANCY
INFORMATION**

The resulting eligible list for this examination will be used to fill vacancies at the SA 7 Administration-Wraparound Services for Children, County of Los Angeles Department of Mental Health.

**EXAMINATION
CONTENT**

This examination will consist of an evaluation of training and experience based on application information weighted 50% and an Appraisal of Promotability (AP) weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, adaptability, interpersonal and public relations skills, dependability, and problem solving ability.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

******* IMPORTANT INFORMATION *******

**APPLICATION
INFORMATION**

All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application **either Hard Copy submission -OR- Online (via electronic submission)**. Please select only **ONE method** to file your application.

Instructions for Filing Online:

A standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically.

TO APPLY ONLINE, CLICK ON THE LINK BELOW ON OR AFTER February 09, 2010.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=1234br

Applicants who apply Online, must upload required documents as attachments during

application submission -OR- fax a photocopy of the required documents to (213) 637-4585 -OR- email a scanned copy of the required documents to fman@dmh.lacounty.gov within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents. Applications electronically received after 5:00 p.m. on the last day of filing will not be accepted.

Instructions for Hard Copy Submission:

A standard County of Los Angeles Employment Application and the required documents for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. Application received after 5:00 p.m. on the last day of filing will not be accepted.

A standard County Employment Application can be found at:

<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application contains complete information on your education and jobs held which relate to this position. If your application is incomplete, it may be rejected at any stage of the selection process. In the space provided for education, include the names and addresses of schools/colleges attended, title of courses completed, dates completed and number of credits/units earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Attach an additional page to your application, if necessary, to describe fully your related education and experience. Resumes showing complete information of your education/training and experience may be attached to the County of Los Angeles job application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health
Human Resources - Recruitment Unit
550 South Vermont Avenue, 9th Floor - Room 901
Los Angeles, CA 90020
(213) 738-2823

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.